



DEPARTMENT OF GENERAL SERVICES
Executive Office

July 23, 2004

To: All State Agencies

**Subject: CALIFORNIA PROMPT PAYMENT ACT – ANNUAL REPORT OF LATE
PAYMENT PENALTIES PAID DURING FISCAL 2003/04**

The California Prompt Payment Act, Government Code Section 927 et seq., requires state agencies to report annually to the Director of the Department of General Services (DGS) late payment penalties that were paid during the preceding fiscal year. We are now collecting late payment penalty information for Fiscal Year 2003/04.

Please complete the *LATE PAYMENT PENALTIES PAID DURING FISCAL YEAR 2003/04* form, located at www.pd.dgs.ca.gov/promptpay, and e-mail it to Lea Fox, Manager, Prompt Payment Program, at lea.fox@dgs.ca.gov. Note that all agencies are required to complete this report for the year, including those who have zero penalties. Also, please note that late fees paid for CAL-Card invoices, utility bills and any other late fees are to be included in this report. **Return your completed form to DGS by September 30, 2004.**

Thank you for your timely response. Should you have any questions, please feel free to contact Lea Fox at (916) 375-4351 or at lea.fox@dgs.ca.gov. Once all the reports are in and compiled, we will post the spreadsheet on our website at www.pd.dgs.ca.gov or we can provide a printed copy at your request.

Sincerely,

Ron Joseph
Director

Attachment